



*Embassy of the United States of America
General Services Office
Yaounde, Cameroon*

SCOPE OF WORK

Product/service required: HP Desktop Computer or Equal.

The American Embassy in Yaounde is seeking a qualified and experienced contractor to provide below Desktop Computer;

A. HP Desktop Computer or Equal with below Specifications;

Standard Features.

Windows 10 Home 64
10th Generation Intel® Core™ i5 processor
Intel® UHD Graphics
8 GB memory; 1 TB HDD storage;
23.8" diagonal Full HD display

Quantity - 05

B. Price Quote Due Date: All quotes must show warranty on the items being proposed and should be submitted (**Subject RFQ - PR9317480 - HP Desktop Computer or equal**) on or before September 09, 2020 at 7:00pm local time via email to Yaounde_procurement@state.gov

C. Contract vehicle: Open Market.

D. Set-aside restrictions? There are no set-aside restrictions for this procurement.

E. Meet or Exceed? Offers must meet or exceed requested specifications as described herein.

F. Award Type: Government Purchase Order.

Award will be made to the **lowest priced, technically acceptable**, responsible offeror. Proposals shall include proof of prior experience.

The Government reserves the right to reject proposals that are unreasonably low or high in price. The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- Adequate financial resources or the ability to obtain them;

- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations

G. Offer validity: 60 days

Applicable FAR clauses: The selected Offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

SAM Registration: Vendors must be registered in SAM (System for Award Management) to be eligible for awards with the US Government

Contracting Authority: This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.

F. Delivery: Within two week after receipt of a US Government Purchase Order.